



---

**NOTICE  
THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A  
MEETING AT  
8:00 A.M.**

**Tuesday, December 17, 2013  
Riverview Terrace  
150 Pine Street  
Traverse City, Michigan 49684  
(231) 922-4915**

**POSTED: December 13, 2013**

*The Traverse City Housing Commission does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Please contact the Housing Commission office, 150 Pine Street, Traverse City, Michigan 49684, (231) 922-4915, to coordinate specific needs in compliance with the non-discrimination requirements contained in Section 35.087 of the Department of Justice Regulations. Information concerning the provisions of Americans with Disabilities Act, and the rights provided hereunder, are available from the ADA Coordinator.*

*If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the Executive Director immediately.*

TRAVERSE CITY HOUSING COMMISSION  
December 17, 2013

**CALL TO ORDER**

**I ROLL CALL**

**II APPROVAL OF AGENDA**

**III CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If an item is not removed from the Consent Calendar the action noted in parentheses on the Agenda is approved by a single Commission action adopting the Consent Calendar. (All items on the consent calendar are italics.)

- A. Consideration of Approval of the November 19, 2013 Minutes (Approval recommended)*
- B. Consideration of Approval of Schedule of Disbursements for November 2013 for Public Housing and Section 8 HCV Programs (Approval recommended)*
- C. Correspondence/Information*
- D. Financial Statements for November 2013 (Approval recommended)*
- E. Review and approve payment of invoices for December 2013*
- F. Executive Director and FSS Reports*

#### **IV OLD BUSINESS**

##### **A. Strategic Plan**

- Governance Committee
  - Meeting held December 18, 2013
  - We will be seeking a Board appointment during the January meeting to replace a leaving committee member.
  - President Smits has secured a place on the Chamber of Commerce Face Book page requesting volunteers for our committees
  - If you have a nominee in mind, please provide their contact information
- Business Plan
- Ad-Hoc Affordable Housing Committee – Written update included for your review

##### **B. Audit Review for fiscal year end June 30, 2013**

- Rob Klaczkiwicz will be joining us via Skype to review our annual audit for fiscal year end June 30, 2013
- Please bring the copy of the audit that was included with your November packet

##### **C. Smoking Policy and Section 8 Waiting list**

- The Smoking Policy and the Section 8 Waiting List items should be re-visited
- A memo is included for your consideration

#### **V NEW BUSINESS**

##### **A. Draft Annual Report to the City**

- A copy of the draft Annual Report to the City is included for your review and input
- It is requested that you provide any suggested additions, subtractions or alterations to this letter
- The goal is to submit this report to the City before Christmas

##### **B. Form Finance Committee**

- In conjunction with the Strategic Plan the TCHC Board should consider establishing a Finance Committee
- It is requested that one Commissioner serve as chairperson of the Finance Committee

- Discussions should include a list of individuals/professions that might be suitable for this Board

**VI PUBLIC COMMENT**

**VII COMMISSIONER COMMENT**

**VIII ADJOURNMENT**